





Destiny Textbook Manager allows users with full access to email notices listing their students' current checkouts, fines, and overdue materials to Homeroom teachers.

In this tutorial you will learn how to:

- * Login to Destiny Textbook Manager
- * Create a Report of student checkout
- * Send notice to homeroom teachers' email

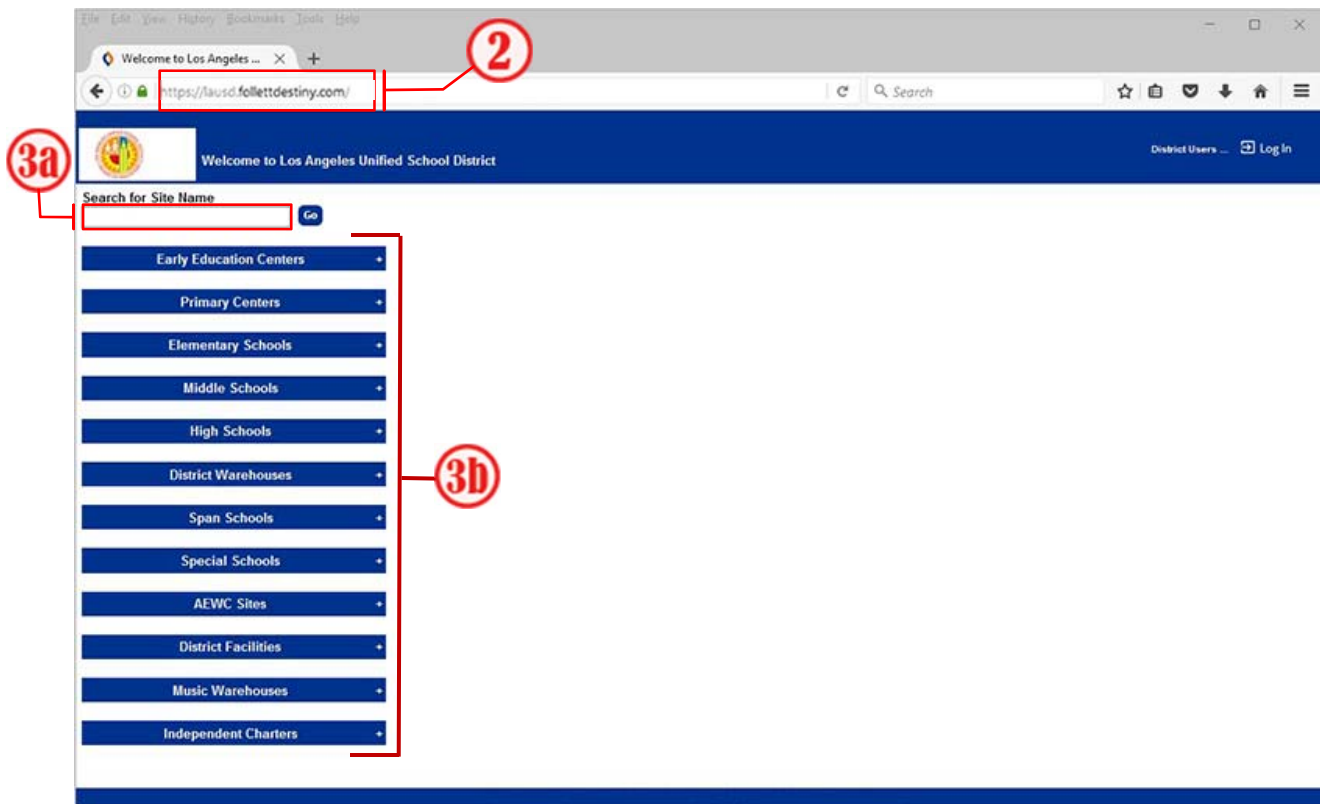
Requirements:

- * PC or MAC
- * A web browser such as:
 -  Chrome
 -  Explorer/Edge
 -  Firefox
 -  Safari
- * Full Access to Destiny Textbook Manager
- * An Internet connection
- * An LAUSD Single-Sign on

DLM: EMAIL CURRENT CHECKOUT/FINES NOTICES TO HOMEROOM TEACHERS

STEP 1: LOGIN TO DESTINY

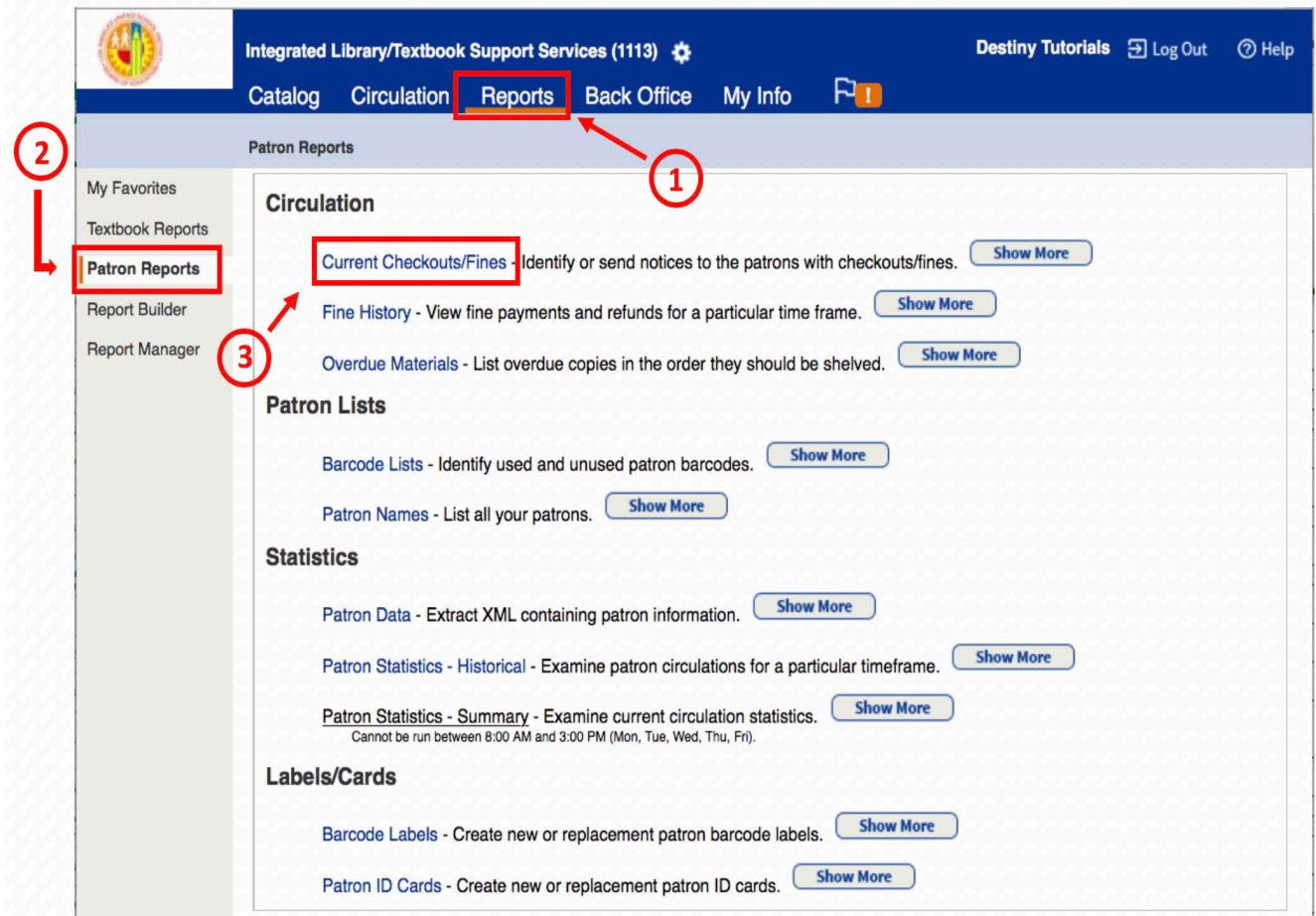
1. Open a web browser
2. In the address bar, type the following URL and press the **Enter** key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
 - a. In the **Search for Site Name** field, type in the name or location code of your school. Press the **Enter** key on the keyboard or click on the **Go** button, OR
 - b. Click on the **Blue Bar** associated with your school group (*e.g. Middle School*). Then, find and click on your school's link



4. On the school's **Home** screen, click the **Log In** link located on the upper-right corner. Enter your username and password to login.

STEP 2: CREATING THE REPORT

1. Click the **Reports** tab.
2. Click the **Patron Reports** option located on the left-side of the screen.
3. On the **Circulation** section of the page, click the **Current Checkouts/Fines** link.



STEP 3: FORMAT

1. Make sure the **Checked Out/Overdue Materials** checkbox is checked.
2. Select the **All that are checked out** radial button.

*NOTE: You can also choose to send an email to include either **All that are currently overdue** or **That are due from** and select a date range by selecting these options.*

3. Uncheck the following checkboxes:
 - Resources Assigned to a Custodian
 - Unpaid Library Fines
 - Unpaid Resource Fines
 - Unpaid Patron Fines
4. Leave the **Unpaid Textbook Fines** checkbox checked.
5. On the **Format** section of the page, select the **Email to Homerooms** radial button.
6. Click the **Continue** button.

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STEP 4: LIMIT

1. On the **Limit the results to...** section, click the **Update** button.

Integrated Library/Textbook Support Services (1113) Destiny Tutorials Log Out Help

Home Catalog Circulation **Reports** Back Office My Info

Library Reports > Current Checkouts/Fines

My Favorites

Library Reports How do I... ?

Patron Reports

Report Builder

Report Manager

1. Format 2. **Limit** 3. Details

Checked Out / Overdue Materials & Unpaid Fines/Notices

Limit the results to...

My Patrons All Patron Types **Update** **1**

Graduating in 2018

Status Active
 Inactive
 Restricted

Also Include Patrons of other sites that have my materials and/or that owe fines to Integrated Library/Textbook Support Services (1113). ?

My Materials Library - All Circulation Types **Update**

Textbooks
 Resources All Resource Types **Update**

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

Continue

2. On the **Select Patron Types...** screen, uncheck the **Contractor** checkbox.
3. Click the **OK** button to go back to the **Limit** page.

Select Patron Types... **Select All** **Clear All**

CONTRACTOR Student

Faculty **2**

OK **3**

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4. Leave the **Graduating in** checkbox unchecked.
5. Only the **Active** checkbox should be checked.
6. Uncheck the **Textbooks** and **Resources** checkboxes.
7. Check the box next to **The materials my patrons...** _____
8. Click the **Continue** button to go to the Details page.

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Home Catalog Circulation **Reports** Back Office My Info

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1. Format 2. **Limit** 3. Details

Checked Out / Overdue Materials & Unpaid Fines/Notices

Limit the results to...

My Patrons Faculty Student Update

Graduating in 2019 5 → **Status** Active Inactive Restricted

My Materials All Circulation Types Update

Textbooks 6 → Resources All Resource Types Update

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. 7 → 8 → Continue

3. DETAILS

- Once on the **Details** screen, scroll down to the **Also Display...** section and uncheck the **Cover Image** option.

- On the **Send To All Homerooms** option, click on Update to specifically select the homeroom to whom you want to send email notices.
- The **Displayname** option, by default, will indicate Destiny you can select the name that will show in the email, as sent from.
- The **Email** field shows do_not_reply@follett.com by default, do not change this.
- On the **Also Display...** section, place a check on: Title for library materials, Price of checked out/overdue materials, Barcode, Grade Level, and Homeroom.
- Click on **Run Report**
- Once completed, in the Job Manager, click the **View** link to see the job summary. Note: the job summary will provide information on the following: email notices attempted, email notices sent, email notices failed, and email notices skipped.